

WVPU Policy on remote teaching and physical presence of faculty in spring 2021

Date issued: 08.10.2020

Short form: Conditions and deadline (October 23, 2020) for faculty to notify the university that they wish to teach remotely in spring 2021.

In Spring 2020, WVPU continues to teach all courses in hybrid mode combining in class, face-to-face instruction with synchronous audio/video (live-streamed) and recordings then posted to WorldClassroom for asynchronous retrieval to accommodate students who still face issues or concerns that prevent them from being present.

Our experience in the fall illustrated the need for greater clarity when classes move entirely remote and who has the authority to make that happen. Unless you have formally requested and received approval to teach remotely or are in quarantine, the university and the students expect you to teach your class in person and on-site. Instructors may not simply move classes online without approval of the Office of the Director because students may choose to attend physically and are entitled to do so. Certain courses must be taught in person on campus. We will reach out to the instructors connected to those courses. If the instructor is not able to teach on-site, a different instructor will have to be assigned.

The Executive Board has established the following policy on the physical presence of faculty in Spring 2021:

Faculty may teach remotely if:

1. They are in a risk group (see official definition of the [City of Vienna](#) and the [US CDC](#)) or take care of someone belonging to the risk group

and,
2. inform the Academic Services Office in writing no later than October 23, 2020.

Faculty are requested to consider their options with regard to the aforementioned and provide an email to the Academic Services Officer, Ms. Maida Kojic-McAndrew (Maida.Kojic-McAndrew@webster.ac.at) no later than October 23, 2020. We will provide approval or rejection by October 30.

Please use the subject line: REQUEST TO TEACH REMOTELY / NAME

This policy can also be found online here for your reference.

Please bear in mind that the situation is fluid and we will adapt the policy according to the conditions at hand and the best interest of our community's health. Please be prepared in any case to move your course entirely remote at any time.